

Personnel Plan

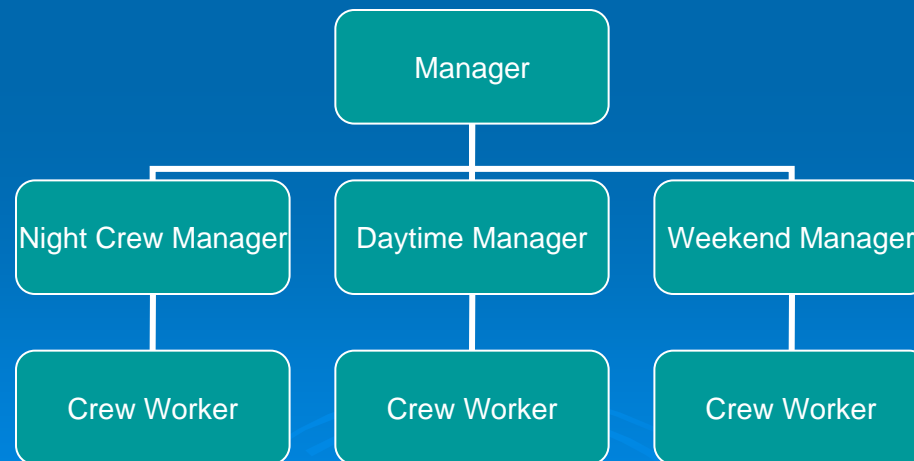
Know and understand personnel
needs for a retail store

Hiring Employees

- Before recruiting and hiring employees, a business owner must determine the personnel needs for the business. Three factors to consider are
 - The Organizational chart
 - Hours of Operation
 - Size of the Store

➤ Determining Personnel Needs

- **Organizational Chart** – visually shows the various positions within the company as well as the lines of authority



- **Hours of Operation** – will be based on the number of hours the store is open for business
- **Size of Store** – will also help determine personnel needs based on store traffic

Creating a Hiring Plan

- **Hiring Plan** – outlines the process that will be used to hire employees for the business. It includes the steps the new business owner will take when hiring new employees
- **Recruitment Methods** can include
 - Placing a “Help Wanted” advertisement in the local newspaper
 - Placing a sign in the window of the business
 - Visiting competitors to recruit their employees
 - Word-of-mouth
 - Posting an advertisement on an online job bank

➤ **Application Procedures** – can be varied and can include

- Having the job applicants submit a resume
- Have an applicant come to the business to complete an job application
- Or a combination of using a resume and application

➤ **Interview Guidelines** – are used to make the hiring process fair and the decision making easier for the person doing the hiring.

- Guidelines ensure that all applicants are asked the same or similar questions
- Guidelines ensure that applicants are not asked illegal questions that could lead to allegations of discrimination

Criteria for Hiring Employees

- Criteria for hiring employees include
 - Educational level
 - Previous work experience
 - Knowledge, skills, and abilities